



# Australian Islamic College Adelaide

## Enrolment Policy & Procedure

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## **Purpose**

The purpose of this Policy is to clearly articulate the guidelines to enable appropriate selection of students at the Australian Islamic College, consistent with the aims and ethos of the College.

## **Scope**

This Policy is applicable to parents or prospective parents / guardians wishing to enroll a child at the Australian Islamic College. The Policy is applicable across the Kindergarten, Primary, Middle and Senior sections of the College.

## **Preamble**

The Australian Islamic College is an independent school and a member of the South Australian Association of Independent Schools.

The Australian Islamic College aims to provide an environment, which enables students to achieve their highest potential, founded on Islamic morals, scholastic achievement and good citizenship.

Students attending the Australian Islamic College will participate in Religious Education – Islamic Studies, Quranic Studies and Arabic Studies as part of the curriculum.

Enrolments at the Australian Islamic College are based strictly on the principle of selecting students according to their ability to benefit from the education which it offers and who are willing and able to make a contribution to the life of the school in the broadest sense.

The College Enrolment Policy takes into account the desire of the child and their parents/guardians to accept and acknowledge that enrolment at the Australian Islamic College establishes reciprocal relationships between the school, the student and families for their mutual good.

## **Australian Islamic College's Acceptance of Enrolment**

- The College has a limited number of places that can be offered each year. The exact number of positions available at the school will vary each year at the discretion of the school. All decisions concerning the enrolment of students at the College are at the discretion of the Principal. Offers are made at the discretion of the Principal and the College reserves the right to lawfully refuse any application without providing a reason. An application for enrolment does not guarantee an offer of a position at the school. At the discretion of the Australian Islamic College, some applications may be given preference after taking the following factors into account:
  - Siblings of current or past Australian Islamic College students
  - Students of Islamic faith
  - Students living in the local community

- Prior to an offer of enrolment the Principal will give consideration to:
  - Class size and places available
  - Class composition
  - The physical accommodation available
  - The ability of the Australian Islamic College to meet the individual child's needs
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- In enrolling students the College has certain expectations of parents and students whilst they remain members of the Australian Islamic College community. The expectations of parents/guardians are set out in the conditions of enrolment and no enrolment will be accepted without written acceptance of these conditions by parents. In developing and executing the Enrolment Policy the College is cognisant of its requirements under Equal Opportunity and Discrimination Legislation.

### **Enrolment Process**

- The Principal and Enrolment Officer are responsible for the enrolment process. Personal information will be required during the enrolment process, but will be managed confidentially in accordance with the Australian Islamic College's Privacy Policy.
- The general enrolment process is outlined in the Australian Islamic College's Enrolment Procedures document. Parents requiring more specific information should telephone the College on +61 8 8340 7799.
- Expressions of Interest forms can be completed from the birth of a child.
- Students are eligible to commence kindergarten in the Australian Islamic College at the age of 3 years and 8 months.
- Students are eligible to commence Reception at the age of 4 years and 8 months.
- In South Australia all students are legally required to attend school from the age of 6.
- Students can apply to enroll at the major transition points (Kindergarten; Reception; Middle Schooling; Senior Schooling).
- Parents/Guardians must initially complete the Expression of Interest Form.
- Parents/Guardians will be notified if their expression of interest has been accepted through a letter from the College with information regarding completion of the Enrolment Form.
- Parents are requested to make an appointment with the College reception (+61 8 8340 7799) to see the Principal. The interview is for both student and parents/guardians.
- All parents/guardians will be required to accept in writing the Enrolment Conditions of the College before an enrolment will be accepted.

### **Enrolment Procedure**

An application form for enrolment needs to be completed by the parent(s) or caregiver(s) and returned to the College along with a non-refundable \$50 enrolment application fee.

While filling the application form for their child(ren), parents/guardians need to attach the following documents or the application will be considered incomplete and will not proceed further.

- Proof of student's (child's) residential address (e.g. parent's residential lease, electricity accounts, Driver License etc.).
- Proof of child & parents' Visa status (In addition, if the child is a permanent resident or an Australian citizen, the parent/caregiver will need to provide passport or travel documents, current visa and previous visa (if applicable) and proof of citizenship).
- Birth Certificate or identity documents.
- Provision of applicant's latest or previous school reports.
- Immunisation history provided by your clinic or medical practitioner.

## **General Considerations for Enrolment**

To determine enrolments at Australian Islamic College, the following criteria are taken into account:

- Commitment from the family to support the College's Islamic ethos and values.
- Commitment to being an active and responsible member of the school.
- Support the College Policies and Statements on uniforms, student conduct, discipline and curriculum.
- The outcome of testing and family interview process with Management.
- Provision of other required documents deemed necessary by Management.

However, an offer of enrolment is at the discretion of the Enrolment Committee who will consider each case on its merits in light of enrolment priorities and the availability of places (vacancies).

## **Students with Special Learning Needs**

Consideration will be given to the enrolment of children with special educational needs as these children may need a modified school environment (e.g. physical modification, modification of class programs). Every effort will be made by the College to match the child's needs with what the College can provide. During discussions, the needs of the child will be reflected upon in light of the ability of the College to cater for those needs.

It is the responsibility of parents to disclose all relevant information regarding a child's special needs at the time of making an application for enrolment.

This information includes:

- Community support staff, including names, agencies and contact numbers of pediatricians and doctors involved in diagnosing and/or caring for your child, including their names, area of specialty, phone numbers and addresses.
- Other specialists e.g. speech pathologists, physiotherapists, occupational therapists.
- Any relevant school correspondence, with the date noted.
- Individual education planning/curriculum planning report cards, records of educational assessment, standardised tests and adjustments.
- School transportation details e.g. contact names, bus numbers and routes if applicable.
- A record of medical interventions e.g. details of medications, side effects, dosages and purposes.

Please be aware that the enrolment process for students with special needs may require an extended period of time. This is to ensure that the appropriate decisions are made in terms of support and that any adjustments are in place to successfully support the individual needs.

## **Intake Policy**

Where a child turns five before May 1, they will start school on the first day of Term One of that year. Where a child turns five on or after May 1 they will start school on the first day of Term One the following year.

Students can be enrolled from:

- The age of 3 years and 8 months in Kindergarten,
- 4 years and 8 months in the first year of school (Reception), and
- Other year levels until Year 12

## **Offers of Enrolment**

Once the College has considered all applications for an intake period, the College sends letters of offer to families. If we are not able to offer your child a place, you will receive a letter inviting you to remain on our waiting list until we can make subsequent offers or until enrolments are finalised.

## **Late Admissions**

A student may be admitted to the Australian Islamic College at any time during the school year (if places are available). The College cannot compromise on the year level you wish your child to be placed in. Your child will be required to sit for an entry assessment first and a final decision will be made by the Principal based on your child's performance.